

AN ADVISOR'S GUIDE TO CPOS

OFFICE OF STUDENT FINANCIAL AID/ OFFICE OF THE REGISTRAR

FALL 2023



Make the most of your financial aid.

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CPOS – Course Program of Study

- The U.S. Department of Education requires that only courses that count towards a student's program of study will be considered when determining the student's financial aid eligibility.
- Noncompliance with these requirements may result in a penalty to the university.
- **Course Program of Study** (CPOS) is a process that is run in Banner which uses Degree Works to determine which courses a student is currently registered for that counts toward their program requirements.
- CPOS assessment requires a complete program of study on the students record in Banner.
- CPOS is for both undergraduate and graduate students **who receive federal financial aid**.
- While only students who receive federal financial aid will be affected by a CPOS, the CPOS functionality in Degree Works will apply to all students.
- While CPOS affects students receiving Federal Financial Aid, many state entities follow the federal guidelines for disbursing aid.
- It is recommended that advisors advise all students to follow CPOS-related guidelines.
- CPOS was designed to help students finish their degree faster by focusing on coursework directly related to their program of study.
- Students who complete their program in a timely manner can graduate with reduced costs as well as less student debt.

What is a Program of Study?

- A student's program of study includes the requirements for a degree as outlined in the University Catalogs (Graduate and Undergraduate) for the catalog the student is currently following. *This may or may not be the catalog the student was admitted under.
- Courses can only be determined to be eligible (in program) based on the official curriculum as noted in the University Catalogs.
- The number of “free” electives varies depending on the student (how many free electives the student has already taken/transferred) and their program. Check the [University Catalog](#) for the catalog year a student is following to determine how many “free” electives are allowed in their program.
- Optional Blocks such as Honors block, ROTC blocks, declaration blocks, licensure blocks, non-required minors, additional minors, and additional concentrations are not considered part of the program of study.

3. Core - 36 s.h.

- [ECON 2113 - Principles of Microeconomics](#)
- [ECON 2133 - Principles of Macroeconomics](#)
- [ECON 3144 - Intermediate Microeconomics](#)
- [ECON 3244 - Intermediate Macroeconomics](#)
- [ECON 4443 - Econometrics](#)
- Choose an additional 21 s.h. above 2999, including a minimum of 6 s.h. above 3999

4. Cognates - 9 s.h.

- [ENGL 3880 - Writing for Business and Industry](#)
- [MATH 2283 - Statistics for Business](#)
- [MIS 2223 - Introduction to Computers](#)

5. Minor and general electives to complete requirements for graduation.

(Minor must be chosen with approval by advisor.)

What does a complete program of study mean?

For the CPOS process to assess whether current classes are applying to the program of study, it is imperative that the student's program in Banner include all curricula as outlined in the [University Catalog](#).

For example: If a student is currently pursuing a BA degree and a minor has not been added in Banner, current courses counting toward the minor may fall into the electives block on the degree works audit. If the student has no more "free electives" or the minor course does not share with a major/concentration requirement, the course may be counted as out of program.

Check Degree Works to verify the students Program of Study and catalog year are correct.

- Check the Degree Works header to verify program of study.

Level Undergraduate	Classification Senior	Major Accounting	Program BSBA-Accounting	Concentration Accounting	College College of Business
Catalog Year 2020	Academic Standing Good Standing	Graduation Term BSBA,Fall 2023	Overall Credits 135		
Advisors Brad McAllister (Major 1 Advisor), James Ellis (Honors Advisor 1)		Attributes HC Chancellor Fellows (HNR1)			
Tests 33 - ACT Composite, 32 - ACT Math, 670 - Evidence Based Read/Writ Score, 660 - Math Section Score					

- Check the Degree and Major blocks to see if a Concentration or minor is missing.

Major in Kinesiology, MS INCOMPLETE

Credits required: 36 Credits applied: 0 Catalog year: 2022-2023 GPA: 0.000

Unmet conditions for this set of requirements: 36 credits are required. You currently have 0, you still need 36 more credits.
A minimum of 18 credits must be taken above the 5000-level.
A minimum of 24 credits must be taken in residence.
3.0 minimum GPA not met. See Advisor.

○ CONCENTRATION AREA **Still needed:** CONC requirements are required but were not found

Items to Verify

- Is the program/major correct in Banner and Degree Works?
 - Shadow programs – Students who are following requirements and registering for classes based on a program/major/concentration/minor that has not been updated in Banner.
 - Campers – Students trying to get into a major but sitting in another until they are accepted.
- Does the degree require a concentration? Has the concentration been added to Banner?
- Does the degree require a minor? Has the minor been added to Banner?
- Does the catalog year need to be updated in Banner?
- Is a program attribute required? Has it been added to Banner?
- Is an advisor listed for the student?

Degree Works Audit

- Degree Works lists the requirements for a degree (courses and non-courses) as outlined in the [University Catalog](#).
- Degree Works displays the curriculum that is set up in Banner for a student.
- Additional curricula added (outside of the official curriculum as outlined in the [University Catalog](#)) is displayed in Banner but is considered optional and courses in optional curricula may or may not count for aid.
- Optional blocks include Honors block, ROTC blocks, declaration blocks, licensure blocks, non-required minors, additional minors (more than 1), additional concentrations (more than 1), and undergraduate certificates are not considered part of the program of study.
 - Courses in optional blocks may count toward financial aid eligibility:
 - If the courses are shared with a required block such as major, concentration, minor, General Education, Writing Intensive, Foreign Language, specialty cores and electives to meet degree blocks.
 - If the student has free electives available.
 - If the student is enrolled (Fall and Spring) in at least twelve (12) credits of degree applicable hours for undergraduate students and nine (9) for graduate students.
- Changes in Academic Program applied for a future term will display in Degree Works, however CPOS assessment will use the current terms curricula from Banner to process courses that count in program.

Major in Nursing, BSN		IN-PROGRESS					
Credits required: 85		Credits applied: 86		Catalog year: 2020-2021		GPA: 3.068	
	Course	Title	Grade	Credits	Term	Repeated	
PROFESSIONAL NURSING CORE							
✓	Nurse As Care Provider	NURS 3210	Nurse as Care Provider	B	6	Spring 2022	
✓	Nurse As Care Provider Clinical	NURS 3211	Nurse Care Provider Clinical	NG	0	Spring 2022	
✓	Concepts of Pathophysiology for Nursing	NURS 3280	Concept Pathophysiology Nurs	B	3	Spring 2022	
✓	Basic Foundations	NURS 3290	Basic Foundations	B	4	Spring 2022	
✓	Basic Foundations Laboratory	NURS 3291	Basic Foundations Laboratory	NG	0	Spring 2022	
✓	Nursing Care of Fam During the Childbearing Phase	NURS 3330	Nursing Care Childbearing	B	4	Fall 2022	
✓	Nursing Care of Fam During the Childbearing Phase Clinical	NURS 3331	Nurs Care Childbearing Clinic	NG	0	Fall 2022	
✓	Nursing Care of Children	NURS 3340	Nursing Care of Children	C+	4	Fall 2022	

Students who take extra courses outside of their program of study.

May count toward Federal Financial Aid if:

- Courses outside of the student’s program of study may count if the student has free electives available to cover those courses, courses are shared with a program requirement, or are enrolled (Fall and Spring) in at least twelve (12) credits of degree applicable hours for undergraduate students and nine (9) for graduate students.
- If the courses are shared with a required block such as major, concentration, minor, General Education, Writing Intensive, Foreign Language, specialty cores and electives to meet degree blocks.
- If the student has free electives available.

Undergraduate Students

	Per-credit hour Tuition										Flat Rate Tuition									
Hours:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Courses Needed to be CPOS-Eligible for Full-Time Financial Aid										Course Do Not need to be CPOS-Eligible . Will Receive Full-Time Aid									

Graduate Students

	Per-credit hour Tuition										Flat Rate Tuition									
Hours:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Courses Needed to be CPOS-Eligible for Full-Time Financial Aid										Course Do Not need to be CPOS-Eligible . Will Receive Full-Time Aid									

Degree Works Plan

- The Student Plan in Degree Works helps the student plan courses each semester for registration and Financial Aid Eligibility.
- This is particularly helpful for Dual Degrees, Double Majors, and Graduating students.
 - Financial Aid Rule applying to undergraduate students who are seeking dual degrees or double majors - once the student completes all degree requirements for one major or degree, a student is no longer eligible for grants, whether the student has been conferred a bachelor's degree or not.
 - Undergraduate students must have at least six (6) degree applicable credits remaining in their final term to qualify for federal financial aid.
 - Graduate students must have at least five (5) degree applicable credits remaining in their final term to qualify for federal financial aid.
 - Courses such as Dissertation and Thesis courses (regardless of the number of hours) are eligible for full-time federal financial aid.
 - It is not advisable for students to leave just one course remaining for their final term if they will need federal aid to cover their charges.
- Undergraduate students can avoid losing federal aid eligibility by arranging courses to enter their final semester with degree requirements in both majors.
- Graduating students can avoid losing federal aid eligibility by ensuring they are registered for a minimum of six (6) for undergraduate students or five (5) for graduate students of degree applicable hours in their final semester.

How will I know which courses are not counting toward a student's program of study?

Degree Works

If a student has 1 or more courses not counting toward federal financial aid and has been offered or has accepted federal financial aid, Degree Works will display “**Registered Course(s) Not Eligible for Federal Financial Aid**” For details go to <https://banprd-ssb.ecu.edu/StudentSelfService/ssb/financialAid>” in the header block.

The screenshot shows a student profile in Degree Works. At the top, there are search filters for Banner ID, Name, and Degree (BS in Business Administration). Below these are various student details: Level (Undergraduate), Classification (Senior), Major (Accounting), Program (BSBA-Accounting), Concentration (Accounting), College (College of Business), Catalog Year (2023, 2020), Academic Standing (Good Standing), Graduation Term (BSBA, Fall 2023), Overall Credits (139), Advisors (redacted), Holds (Grad Sch Awaiting Final Doc), and Attributes (HC Chancellor Fellows (HNR1)). Tests are listed as 33 - ACT Composite, 32 - ACT Math, 670 - Evidence Based Read/Writ Score, and 660 - Math Section Score. A red-bordered box highlights the message: **Course(s) Not Eligible for Federal Financial Aid** For details visit <https://bantst-ssb.ecu.edu/StudentSelfService/ssb/financialAid>

The What-If CPOS Audit

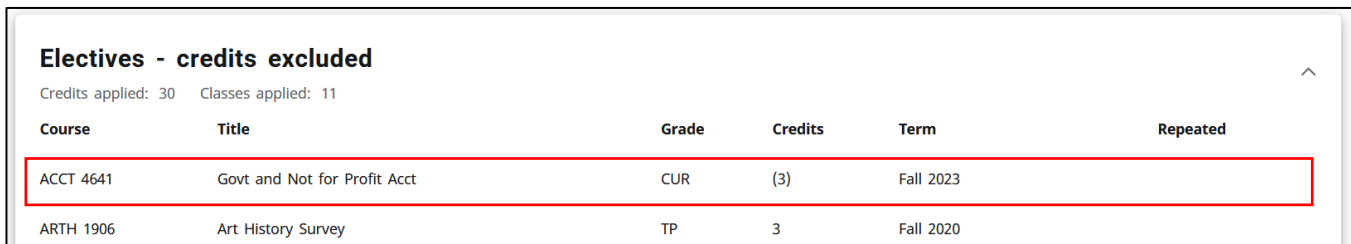
Additionally, advisors (only) will have access to the CPOS What-If Audit. The CPOS what if audit will display how the process determined what courses were counted and what courses were not counted in program. The three (3) latest CPOS audits will be displayed for the student.



The screenshot shows the 'What-If Analysis' section of a student's audit. At the top, there are tabs for 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. Below the tabs, there are three checkboxes: 'Use current curriculum' (unchecked), 'In-progress classes' (checked), and 'Preregistered classes' (checked). On the right side, there is a dropdown menu showing a list of recent CPOS audits:

- 08/15/2023 at 10:24 AM UG/BSBA Fall 2023 CPOS Audit
- 08/15/2023 at 10:22 AM UG/BSBA Fall 2023 CPOS Audit
- 08/12/2023 at 3:40 AM UG/BSBA Fall 2023 CPOS Audit

Courses not eligible for Federal Financial Aid will be displayed in the “Electives – credits excluded” block on the saved CPOS What-If audit. The Degree Works worksheet should not be used to determine which courses are or are not counting in federal financial aid eligibility.

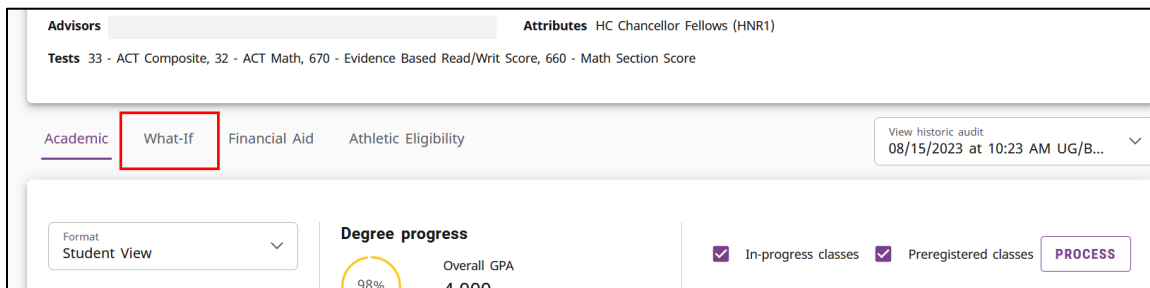


The screenshot shows a table titled 'Electives - credits excluded'. Above the table, it says 'Credits applied: 30' and 'Classes applied: 11'. The table has the following columns: Course, Title, Grade, Credits, Term, and Repeated. The first row is highlighted with a red box:

Course	Title	Grade	Credits	Term	Repeated
ACCT 4641	Govt and Not for Profit Acct	CUR	(3)	Fall 2023	
ARTH 1906	Art History Survey	TP	3	Fall 2020	

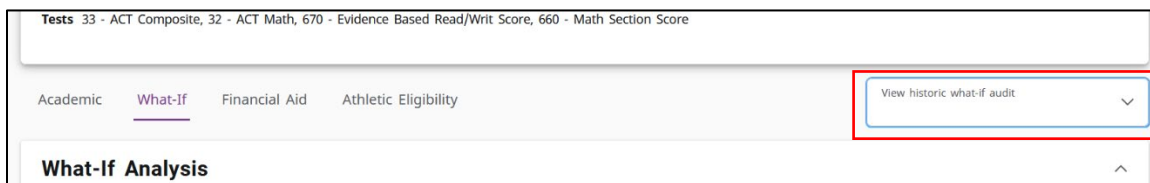
How to view the saved What-If CPOS audit

1. Go to the students Degree Works audit.
2. Click on What-If link.



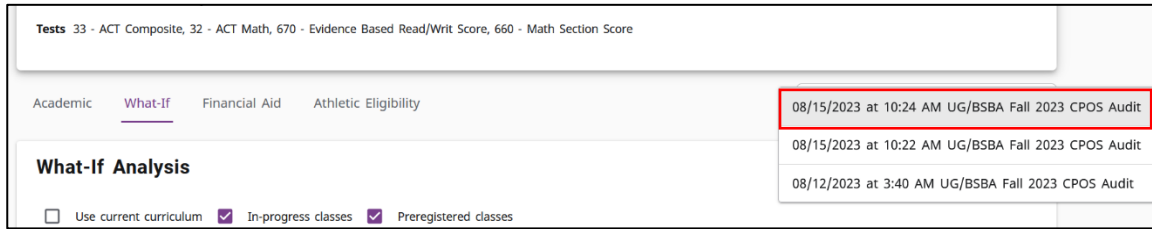
The screenshot shows the 'Degree progress' section of a student's audit. At the top, there are tabs for 'Advisors', 'Attributes', 'Tests', 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. The 'What-If' tab is highlighted with a red box. Below the tabs, there is a 'Format' dropdown menu set to 'Student View'. To the right, there is a 'Degree progress' section with a progress indicator showing 98% and an 'Overall GPA' of 4.000. There are also checkboxes for 'In-progress classes' (checked) and 'Preregistered classes' (checked), and a 'PROCESS' button. On the far right, there is a dropdown menu for 'View historic audit' with the date '08/15/2023 at 10:23 AM UG/B...' and a downward arrow.

3. Click on the “View historic what-if audit”.



The screenshot shows the 'What-If Analysis' section of a student's audit. At the top, there are tabs for 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. Below the tabs, there is a dropdown menu for 'View historic what-if audit' with a downward arrow, highlighted with a red box.

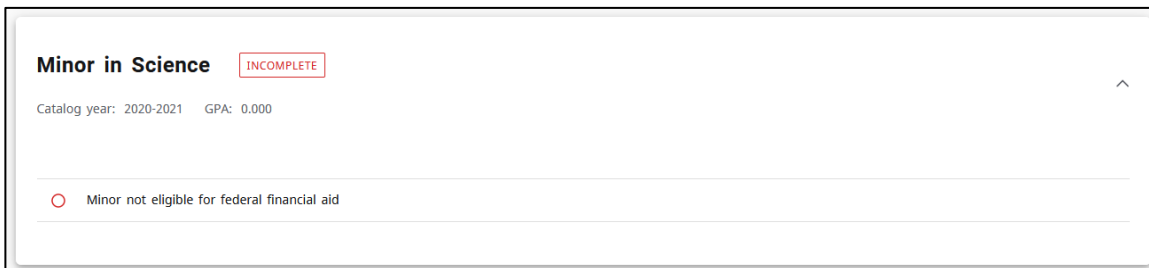
4. Select the most recently saved What-If CPOS audit.



5. Scroll to the bottom of the audit and review the “Electives – credits excluded” to see which courses are not counting in program.

NOTES:

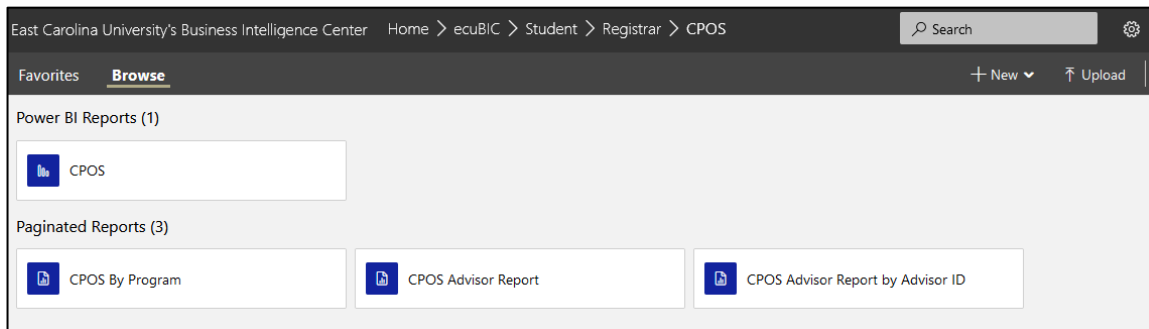
- Optional blocks are not included in the saved CPOS What-If audits. The optional blocks will be excluded entirely (Honors, ROTC, etc. or may have advice alerting you that the block is not eligible for Federal Financial Aid.
- Students who have multiple minors will see the below displayed in the Saved CPOS What-If audit for minors other than priority 1 minors.



- Only 3 audits are saved at any one time.
- Saved CPOS What-If audits are created when the CPOS process is run on a student.
- The nightly CPOS process will only run on a student if there has been a change in their banner record for curriculum or registration or if a petition has been processed on the audit.
- The weekly CPOS process will run on all students on Saturday’s during the registration period.

The CPOS reports and dashboard in ECUBIC.

Use the CPOS reports and CPOS dashboard found in the [CPOS folder](#) in the Registrar's folder in ECUBIC to help you track students that have courses that are not counting in program and aid.



The CPOS Advisor Report.

The “CPOS Advisor Report” can help you track which students you advise (who have been offered or have accepted federal financial aid) and are at risk of not receiving full-time aid. **PLEASE NOTE that not all students will or can receive full-time aid.**

The report will display any student who has been offered or accepted federal financial aid, who are below full-time aid enrollment and have 1 or more courses that are not counting in federal financial aid eligibility.

IMPORTANT NOTES:

- You must be marked as the students Primary Advisor in Banner (SGASADVR) to view your advisees.
- At the beginning of the registration term, advisors (who have advisees assigned in Banner) will automatically receive this report once a week if they have an advisee who appears on this report.
- This report can also be run ad hoc.

How to run the CPOS Advisor Report:

1. Go to the [report](#) in ECUBIC.
2. From the Academic Period field, select the current registration term.
3. From the Accepted Aid field, select “Yes” to view only students who have accepted aid. You can choose “Select All” if you want to view students who also potentially could accept aid but have not done so yet.
4. Select your name from the Advisor Name list.
5. Click View Report.

The CPOS Advisor Report by Advisor ID

If you are not the primary advisor for students, but are marked in Banner as an Athletic, Minor, Honors, Major 2 or any other secondary advisor, you can use the CPOS Advisor Report by Advisor ID to track your advisees.

This report can be run ad hoc, or a report subscription can be created.

How to run the CPOS Advisor Report by Advisor ID:

1. Go to the [report](#) in ECUBIC.
2. From the Academic Period field, select the current registration term.
3. In the Accepted Aid field, select “Yes” to view only students who have accepted aid. You can choose “Select All” if you want to view students who also potentially could accept aid but have not done so yet.
4. Enter your Banner ID in the Advisor ID field.
5. Click View Report.

The CPOS Program Report

If you are a program director or advisor, you can run the CPOS program report to see all students for a selected program.

This report can be run ad hoc, or a report subscription can be created.

How to run the CPOS Program Report by:

1. Go to the [report](#) in ECUBIC.
2. From the Academic Period field, select the current registration term.
3. In the Accepted Aid field, select “Yes” to view only students who have accepted aid. You can choose “Select All” if you want to view students who also potentially could accept aid but have not done so yet.
4. Select the program from the program drop-down menu.
5. Click View Report.

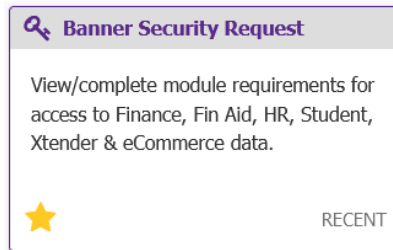
Use the “CPOS” dashboard.

The CPOS dashboard can be used to view courses that do not count or do count in program any student (**regardless of aid**), by program, by level, or by course.

This is a useful tool if you have not been assigned advisees in Banner. It is also a useful tool to use by departments to see which common courses students are taking in your program that are not counting.

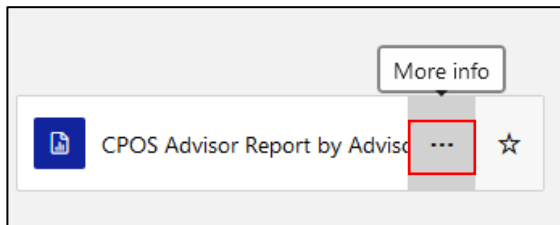
How to get Access to ECUBIC

- If you do not have access to the Registrar’s ECUBIC folder, please submit a Banner Security Request through PiratePort. In the comments box enter: “Need Access to Registrar Reports.”
- Advisors who have Banner access will automatically have access to the Registrar’s folder in ECUBIC.
- For help submitting a Banner Security request, please contact Novine Kros (krosn@ecu.edu)

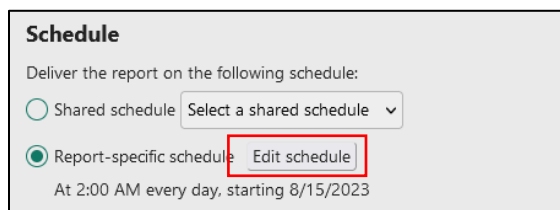


How to Create a ECUBIC Report Subscription

1. Go to CPOS Report Folder in ECUBIC
2. Click on the ellipse to the left of the star on the CPOS Advisor Report by Advisor ID. You won’t see it until you move your mouse over it.



3. Select Subscribe from the pop-up menu.
4. Give the subscription a description. Include the term (for example: Spring 2024 CPOS Advisor Report)
5. Under the Schedule section, click on the Edit Schedule button.



6. Set the schedule and click Apply.
7. Under the Report Parameters section enter:
 - a. Enter the registration term in Academic Period field.
 - b. Enter your Banner ID in the Advisor ID field.

Parameter	Source of value	Value/field
ACADEMIC PERIOD	Enter value <input type="text"/>	<input type="text"/> <input type="button" value="v"/> <input type="button" value="A"/>
ACCEPT	Enter value <input type="text"/>	<input type="text"/> <input type="button" value="v"/>
ADVISOR ID	Enter value <input type="text"/>	<input type="text"/> <input type="button" value="A"/>

8. Click the Create Subscription button.

How will a student know which courses are not counting for Financial Aid?

Email

- Students will receive an email notification to their student ECU email account from the Office of Student Financial Aid (OSFA) when courses are not counting for Aid. Additional emails will be sent if their Aid Eligibility Status changes.
- If a student receives an email, they will be directed to their Advisor for support.
- The Financial Aid Office **cannot** advise students on which courses they need to take for degree completion.

Degree Works

- If a student has 1 or more courses not counting in program and has been offered aid (regardless if they have accepted), Degree Works will display “**Registered Course(s) Not Eligible for Financial Aid** For details go to <https://banprd-ssb.ecu.edu/StudentSelfService/ssb/financialAid>” in the header block.

The screenshot shows a student's profile in the Degree Works system. At the top, there are search fields for Banner ID, Name, and Degree (BS in Business Administration). Below these are tabs for Level (Undergraduate), Classification (Senior), Major (Accounting), Program (BSBA-Accounting), and Concentration (Accounting). The profile details include College (College of Business), Catalog Year (2023, 2020), Academic Standing (Good Standing), Graduation Term (BSBA, Fall 2023), and Overall Credits (139). A red box highlights a message at the bottom: "Course(s) Not Eligible for Federal Financial Aid For details visit <https://bantst-ssb.ecu.edu/StudentSelfService/ssb/financialAid>".

Financial Aid Self-Service

- The Financial Aid Self Service CPOS information screen displays a student has been offered or has accepted federal financial aid AND is registered for at least 1 course that is not eligible for federal financial aid.
- If a student is already eligible to receive full-time aid, courses (above the threshold) that are listed as Registered Course(s) Not Eligible for Financial Aid are irrelevant.
 - Full-time aid is awarded once a student has enrolled in at least 12 degree applicable hours (Registered Course(s) Eligible for Federal Financial Aid) as an undergraduate or 9 degree applicable hours (Registered Course(s) Eligible for Federal Financial Aid) as a Graduate student.
- Financial Aid Self Service is only available to students who have a Financial Aid record in Banner.
- Student instructions on accessing Financial Aid Self Service can be found on both the [CPOS Student](#) and [CPOS Advisor](#) web pages.
- By default, the informational box is closed.
- Students must click the toggle to open the message.

The screenshot shows a message box in the Financial Aid Self-Service CPOS system. The message reads: "PLEASE REVIEW - FALL 2023 COURSES NOT ELIGIBLE FOR AID". To the right of the message is a blue toggle button with a downward-pointing chevron, which is highlighted with a red box.



PLEASE REVIEW - FALL 2023 COURSES NOT ELIGIBLE FOR AID



IMPORTANT: You have accepted or been offered federal financial aid. The U.S. Department of Education restricts eligibility for federal financial aid to courses that count toward your Course Program of Study (CPOS). Below is a summary of your current schedule of courses detailing which courses can be covered by your federal financial aid and which cannot. For more information on the CPOS requirement, please click [HERE](#).

To receive a full financial aid award, your coursework must include a minimum of twelve (12) undergraduate hours or nine (9) graduate hours from your program of study.

This course data is accurate as of 10/24/2023 05:24:37. Any changes made after this date/time will be reflected after 8 a.m. the next day.

Registered Course(s) Eligible for Financial Aid

Term	Subject	Course	Credit	Title
Fall 2023	MKTG	3852	3	Cultural Environmt Int'l Busin
Fall 2023	ACCT	4641	3	Govt and Not for Profit Acct
Fall 2023	BUSI	4200	1	Leadership Capstone
Fall 2023	MGMT	4842	3	Strategic Management
Total Credits			10	

Registered Course(s) Not Eligible for Financial Aid

Term	Subject	Course	Credit	Title
Fall 2023	FINA	1904	3	Personal Finance
Total Credits			3	

Courses that Count in Federal Financial Aid by Exception

- The below courses will be in the NO COUNTED section of Degree Works but will automatically be updated to count toward federal financial aid eligibility.
 - MATH 0045 (Remedial)
 - MATH 0001 (Remedial)
 - UNCX % (UNC Language Academy and EMAoL program)
 - EXCH % (outbound Exchange)
 - UNCP % (outbound Exchange)
 - ISEP % (outbound Exchange)
 - COOP %
- The below courses may or may not be counting in program but will automatically be updated to count toward Federal Financial Aid eligibility.
 - COAD 1000 - Academically At-Risk Students - students who do not take this course in their first semester (fall) but get below a 2.0 are automatically enrolled for the spring. Athletes are required to take this course.
 - % 7000 (Thesis)
 - % 7001 (Summer Thesis)
 - % 9000 (Dissertation)
 - % 9001 (Summer Dissertation)
 - PSYC 8990 (Internship)
 - MUSC 4990 (Internship)
 - MUSC 5997 (Internship)
 - EDUC 2003 (STEPP)
- Courses that are not counting in program but **may** have a FA Exception (submitted by the advisor on behalf of the student to CPOS@ecu.edu) include but not limited to:
 - GD/DD
 - Senior College credit course
 - In residence requirements
 - hidden prerequisites
 - WI – when not sharing in another block and student is out of electives.

What do I need to do?

- Process Curriculum changes (if necessary) in Banner **before the end of Add/Drop.**
- Submit a Degree Works Course Substitution **by 8:00AM the last day of Add/Drop.**
- Submit a Financial Aid Course Exception request **by 8:00AM the last day of Add/Drop.**
Email CPOS@ECU.EDU
- Ask for help **before the end of Add/Drop!** Email CPOS@ECU.EDU
- **Not all students will or can receive full-time aid.**

How do I get help?

- If you do not know why a course is not counting toward degree requirement and federal financial Aid, ask for help by emailing CPOS@ECU.EDU

Change in Academic Program

NEW GUIDELINES BEGINNING FALL 2023:

- Changes to academic program may NOT be processed outside of the designated open/close dates for a current term. Dates are determined by the Academic Calendar and coincide with early registration and the end of the Add/Drop period for the current registration term.
- Undergraduate students: Change of Academic Program updates must be completed in Banner before the last day of Add/Drop for it to be processed for CPOS assessment for the current term.
- Changes requested outside of the designated time MUST be done through a Degree Works petition submitted by the advisor/department and will be applied to the next registration term by the Office of the Registrar.
 - The CPOS assessment process will use the program listed for a student's current term in Banner.
 - Degree Works will display the curriculum change made for the future term.
- Graduate Students Change of Program / Add a Certificate requests submitted through the Graduate School forms will be applied to the following term if request is received outside of the permitted dates.
- Graduate students who require a concentration be added/changed, a certificate to be removed, or a catalog change must contact their program director. The program director can make the change if it is within the designated time for Change of Academic Program. If it is outside the designated time, a Degree Works petition must be submitted.

Degree Works Course Substitutions

Petitions received by the Office of the Registrar after 8:00AM on the last day of Add/Drop period cannot be guaranteed in time for CPOS assessment.

- A petition for a current course (CUR) must be submitted via Degree Works prior to the last day of the Add/Drop period of the term for it to be included in CPOS assessment for Financial Aid.
- Petitions are submitted by advisors or program directors to the Office of the Registrar and if approved, will be processed by the registrar's office.
- A student does not need to be registered for a class for a petition to be submitted.
- [Click here](#) for instructions on submitting a Degree Works course substitution.

What is a Financial Aid Course Exception

A Financial Aid Course Exception may be requested when a current course is listed on the CPOS Advisor report, is required for graduation but a petition is not possible. In these instances, a Financial Aid Course Exception Request may be submitted.

Financial Aid Course Exception Requests received by the Office of Student Financial Aid after 8:00AM on the last day of Add/Drop period cannot be guaranteed in time for CPOS assessment.

Examples of Financial Course Exceptions may include:

- Current course being taken to meet an attribute requirement such as DD, GD, SCL, etc.
- Current course being taken to meet in residence hours or senior college hours.
- Current course needed as a prerequisite (a hidden prerequisite).
- A course taken as part of a Double major or Dual Degree but is listed in the “Elective credits – excluded” block.
- A Writing Intensive course that is not shared with the major/conc/minor (if required) block but is needed as part of the graduation requirement.

Financial Aid Course Exception Request Process

1. Email CPOS@ECU.EDU to request the course be given a Financial Aid Exception.

Email should include:

- Student name
 - Banner ID
 - Course Subject and Course Number
 - Reason for why the course should count toward Financial Aid eligibility status.
2. Requests must be submitted before 8:00AM on the last day of the Add/Drop period to count in CPOS assessment.
 3. Request will be reviewed by the Office of Student Financial Aid and the Office of the Registrar.
 4. If approved, the override will be applied by the Office of Student Financial Aid.
 5. Financial Aid Course exceptions will not be displayed in Degree Works. These courses will count in Aid but not in Program.

*Undergraduate students who are already enrolled (fall and spring) in twelve (12) hours degree applicable or graduate students enrolled in nine (9) degree applicable hours DO NOT need an exception.

*Exceptions are only needed if the student is below fulltime financial aid eligibility status.

Financial Aid Course Exception Request Process

1. Email CPOS@ECU.EDU to request the course be given a Financial Aid Exception.
Email Subject Line = Exception Request

Email should include:

- Student name
 - Banner ID
 - Course Subject and Course Number
 - Reason for why the course should count toward Financial Aid eligibility status.
2. Requests must be submitted before 8:00AM on the last day of the Add/Drop period to count in CPOS assessment.
 3. Request will be reviewed by the Office of Student Financial Aid and the Office of the Registrar.
 4. If approved, the override will be applied by the Office of Student Financial Aid.
 5. Financial Aid Course exceptions will not be displayed on Degree Works. These courses will count in Aid but will continue to display in the Electives – credits excluded section in Degree Works.

PLEASE NOTE:

- Undergraduate students who are already enrolled (fall and spring) in twelve (12) hours degree applicable or graduate students enrolled in nine (9) degree applicable hours DO NOT need an exception.
- Exceptions are only needed if the student is below full-time financial aid eligibility status and has ACCEPTED Federal Financial Aid.
- Exceptions are used when a petition is not an option.

CPOS Timeline

Date	Event
After Census	<ul style="list-style-type: none"> • Advising for spring registration period begins
Day of Early Registration	<ul style="list-style-type: none"> • Registration begins. • Change of Academic Program opens for registration term.
Day of Early Registration	<ul style="list-style-type: none"> • CPOS Process begins running for registration term courses. • CPOS runs nightly to capture Banner and Degree Works changes. • Reports/Financial Aid Self Service Available beginning day after early registration. • Automated CPOS Advisor report will be sent out every Monday after registration begins until the last day of add/drop period.
First Day of Classes	<ul style="list-style-type: none"> • Classes Begin
Last Day of Add/Drop period	<ul style="list-style-type: none"> • Last day of Add/Drop period. • Last day to Change of Academic Program for CPOS Assessment. • Last day to submit Petition for Substitutions for CPOS Assessment. • Last Day to submit Financial Aid Exception Appeal for CPOS Assessment
Last Day of Add/Drop period	<ul style="list-style-type: none"> • Final CPOS process run for registration term.
Day after Last Day of Add/Drop period	<ul style="list-style-type: none"> • Financial Aid Freeze date for registration term.

